



JOB DESCRIPTION

Position Title: **Senior Analyst**

Working Area: **Facilities Maintenance**

Class Code: 5307

Exempt

EEO Code: 02

Effective Date: August 30, 2002

Major Function

Analytic and technical work assisting the Division Manager with all facilities maintenance planning and budgeting functions, including but not limited to, long-ranged and strategic planning, budget formulation and tracking, project tracking/scheduling, and developing and implementing appropriate policies and procedures for facilities activities.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Responsible for interpreting and implementing facilities planning administrative rules and making recommendations for new and innovative programs to effectively manage facilities planning functions.

Assists the Division Manager in resolving specific facilities planning problems and in disseminating information to appropriate agencies and contractors.

Designs, develops and conducts special studies in the assigned area of facility planning. Collects and analyzes data as appropriate for project analysis.

Develops and conducts cost studies to improve efficiencies and service. Performs project status reporting, scheduling and tracking as necessary.

Coordinates development of growth plans and estimates for new construction and renovation, and assures compliance with master plan. Develops and updates the 3 year, 5 year and 10 year facilities maintenance plan for the County.

Implements, expands and refines the automated building condition assessment program, focusing on developing a long-range facility plan, maintenance priorities, backlog and determining life cycle costs/deferred maintenance costs.

Performs other duties as assigned or as may be necessary.



Position Title: **Senior Analyst**

Page 2

Working Area: **Facilities**

Maintenance

Minimum Qualifications

Knowledge of facilities planning and maintenance program project planning. Knowledge of Building Codes and construction maintenance regulations. Knowledge of financial tracking and project planning methodologies.

Ability to comprehend and interpret complex technical data, documents and specifications. Ability to read blue prints and maintenance sketches. Ability to interact with County staff, contractors and the general public. Ability to communicate effectively both orally and in writing. Must have the ability to use specialized software used to develop customized planning and financial reports. Ability to use a personal computer and Microsoft office software.

Bachelor's Degree in Business or Public Administration or Construction Planning and five (5) years experience in construction planning or project management.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Working Conditions

The work environment for this position is generally an office setting with some fieldwork. Most duties are performed while sitting at a desk, table or workstation. This position has regular exposure to radiant and electrical energy found in an office environment. Duties performed outside the office may require prolonged standing or walking.